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Approved For Release 2001/11/19 : CIA-RDP79-01147A000200040010-2  
Joint Intelligence Committee  
Washington 25, D. C.

JOINT INTELLIGENCE STUDY PUBLISHING BOARD

Tempo L, Room 2402

April 4, 1947

MEMORANDUM FOR: U. S. Civil Service Commission  
Washington, D. C.

Attn: Mr. John F. Dirks, Chief  
Washington Section  
Personnel Classification Division

DOCUMENT NO. 36  
NO CHANGE IN CLASS. ☐  
☒ DECLASSIFIED  
CLASS. CHANGED TO: TS S C  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: HR 10-2  
DATE: 18 JUL 1980 REVIEWER: 018645

SUBJECT: Reclassification of Editorial Clerk, JISPB

The Joint Intelligence Study Publishing Board will greatly appreciate a review of the Civil Service Commission's decision to down-grade the position of Editorial Clerk, CAF-6 to that of Proofreading Clerk, CAF-5.

It is believed that an error in reclassifying this position resulted, first, from the unique nature of the position itself, and second, from the fact that, at the time of the survey the incumbent was performing duties which if personnel supply were normal would have been assigned to two or more persons.

Taking literally the instructions in the Civil Service form (to be detailed and specific), the incumbent prepared for the survey a position description which was lengthy, involved, and as complex as is the position itself. It is, therefore, not surprising that the classifying officer who conducted the survey, seeking points of similarity to relate the position to established specifications in the classification manual, may have overemphasized the element of proofreading. It may be that the Commission's decision to down-grade the position to "Proofreading Clerk" was based on such overemphasis of the purely mechanical aspects of the position.

It is inescapable that a large part of the incumbent's time has in recent months been devoted to proofreading, and this situation must prevail until assistance for her can be obtained. At the same time and under conditions of pressure, the incumbent continues to be responsible for other duties which, it is believed, justify the higher grade. These duties are set forth more clearly in the revised position description upon which this appeal was based. So far as is known no comparable position exists in Civil Service.

**JCS Declassification/Release Instructions on File**

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The Joint Intelligence Study Publishing Board has a vacancy for a proofreader to work under the incumbent's direction, but being dependent on other agencies to assign personnel to it, the Joint Intelligence Study Publishing Board has not been able to fill this and several other needed positions. Decision on the personnel requirements of JISPB is currently being studied by higher authority, which we believe will require that our vacancies be filled despite personnel cuts in the contributing agencies.

/s/

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LOUIS O. QUAM  
Director